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Minimum Qualification Specifications
for the Class:

SUPERVISING CORRECTIONS SUBSTANCE ABUSE COUNSELOR
(SUPVG CORR SBSTNC ABUSE CNSLR)

Prerequisite Knowledge and Abilities Required:

Knowledge of: Basic methods and techniques of substance abuse treatment; descriptions and effects of various mood-altering drugs; federal confidentiality regulations pertinent to substance abuse patient records; various defense mechanisms of substance abusers; range of typical social, behavioral and emotional problems and needs of substance abusers; interviewing techniques; basic counseling for practical solutions to problems; community resources; and communication skills to read, write and speak effectively.

Ability to: Plan and develop units of basic substance abuse treatment activities; recognize various social, behavioral and emotional problems and needs of persons associated with substance abuse; analyze difficult situations and advise subordinates on appropriate action; make appropriate referrals for treatment of complex problems not met by substance abuse treatment services; and establish and maintain effective working relationships with others.

Basic Education Requirement:

Experience requiring the ability to read, comprehend and apply written directions and a high degree of verbal skill. This experience may have been met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis but not necessarily on a full-time normal work basis. This requirement may also be met by possession of a high school diploma.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

Specialized Experience: Four (4) years of work experience in a substance abuse program which involved direct treatment services for social, behavioral and emotional problems of

chemically dependent individuals. The work must have included basic treatment components of conducting interviews to secure client information, screening clients for treatment services, identifying and assessing problems and needs, establishing a plan of immediate and long-term treatment goals and process, lay counseling for individuals or groups, conducting drug and recovery education, cooperating with treatment services of other disciplines, referring clients to appropriate community resources, and reporting and maintaining results of assessment, treatment and progress. Such experience must have been acquired while serving in a position on a paid or volunteer basis and which may have been either a full-time or part-time job in a treatment program.

At lease one (1) year of the required four (4) years of Specialized Experience must have been comparable* to work of the Corrections Substance Abuse Counselor II.

*"Comparable" work is work of equivalent difficulty and responsibility which provided the essential knowledge, skills, and abilities found in the referenced class.

Work experience which has been credited to the applicant for certification in substance abuse counseling, in accordance with standards of the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse, Inc., may be considered as part of the required Specialized Experience.

Supervisory Aptitude: Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involved some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Certification in Substance Abuse Counseling:

Applicants must possess a Certified Substance Abuse Counselor (CSAC) certificate, issued in accordance with standards of the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse, Inc.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted; speak in an audible and distinct manner before groups and individuals; and hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the new class SUPERVISING CORRECTIONS SUBSTANCE ABUSE COUNSELOR (SUPVG CORRS SBSTNC ABUSE CNSLR).

DATE APPROVED: _____
MIKE MCCARTNEY
Director of Human Resources Development